

# Maintenance Memorandum

**Date:** October 5, 1998

**Subject:** **Update of the Maintenance Memorandum on MDOT Responsibility for Work Done at Weigh Stations (6-10-82)**

Two existing documents provide direction for maintenance at weigh stations. Both are attached.

One is a February 12, 1991, Maintenance Memo from Maurice E. Witteveen to District Operation Engineers giving an overview of responsibilities as they have evolved through cooperation and meetings with the Motor Carrier Division (MCD) of the Michigan Department of State Police. This division of responsibilities has evolved based on the October 1, 1982 transfer of weighmaster duties from the Department of Commerce to the Department of State Police and the 1989 Attorney General's opinion referenced in Mr. Witteveen's memo.

The second document is the Michigan Weight Enforcement Program Organizational Responsibility grid prepared and approved by the Weigh Station Committee effective September 1992 and updated as of September 1997. This grid addresses the program and maintenance responsibilities of the MCD of the Michigan Department of State Police, MDOT bureaus and divisions, MDOT regions and the Weigh Station Committee. Included is a sheet detailing maintenance responsibilities and who can be contacted for information about related activities.

There may be maintenance activities that are not clearly delineated in these two documents. The Weigh Station Committee should then be approached for guidance in determining the work performance and funding responsibilities. Committee members who could be contacted are: Thom Davies, Region Engineer, University Region at (517)-780-7500; Jim Brush, committee chairman, Bureau of Transportation Planning at (517)-335-2957 or Jeff Adams, Central Maintenance at (517)-322-3380.

Calvin Roberts  
Engineer of Maintenance  
(Signature on file)

## **Attachments**

"Weigh Station Maintenance" February 12, 1991; 1 pg.

"Michigan Weight Enforcement Program Organizational Responsibility" Sep.1997; 2 pgs.



## MAINTENANCE MEMO

DATE: February 12, 1991

TO: District Operations Engineers

FROM: Maurice E. Witteveen  
Engineer of Maintenance

SUBJECT: Weigh Station Maintenance

Facilities

*The purpose of this memorandum is to provide direction for maintenance at weigh stations.*

*In the past, letters of understanding and memorandums have been written outlining responsibility for maintenance at weigh stations. A 1989 Attorney General's opinion, simply stated, indicates that costs of constructing and maintaining weighmaster stations are to be borne by the transportation fund. At issue is whether MDOT, or the Motor Carrier Division of the Department of State Police has the administrative responsibility.*

*The general rule is that what is outside the building footing line is handled by MDOT, and what is inside the footing line is handled by the State Police.*

*MDOT has generally handled such items as footing drain outlets, new water lines, new septic fields, signal and light repair, open-close sign repair, sign replacement, concrete patching, joint repair, tree maintenance, and ice and snow removal. High overhead parking lights and electrical signs will be maintained by the statewide crews.*

*The State Police have handled weigh scale maintenance, new sump pumps, new well points, utility bills, trash removal, septic tank clean out, radio repairs, new furnaces, new roofs, painting, hand mowing, hand snow removal, air conditioner repair, and window and door repair.*

*These are samples of administrative actions generally used statewide. Of course, there are times when both parties will be involved and a cooperative effort used to get items completed.*

MEW:ME:mm

cc: L. Tiedeman, D. Barrett, & J. Larson

A handwritten signature in dark ink, appearing to read "M E Witteveen", written over a horizontal line.

Engineer of Maintenance

# MICHIGAN WEIGHT ENFORCEMENT PROGRAM ORGANIZATIONAL RESPONSIBILITY

	BTP	Design Div	C&T Div	Region Mtn	MCD	WSC <sup>1/</sup>	T&S Div
1. Program Manager <sup>2/</sup>	X						
2. Weigh station staffing and operations					X		
3. W.S. design, construction & implementation (incls. PITWS, Plug-in's, etc.)		X					
4. ROUTINE MAINTENANCE <sup>3/</sup>							
- Scale house repairs					X		
- Snow plowing/lawn mowing (exc. hand)				X <sup>4/</sup>			
- Driveway/parking area maintenance				X <sup>4/</sup>			
- Sign and signal maintenance				X <sup>4/</sup>			
5. HEAVY MAINTENANCE <sup>5/</sup>							
- Pavement resurfacing		X					
- Pavement widening		X					
- Scale replacement			X				
- Buildings		X					
6. W.S. Annual Program of Projects		X <sup>6/</sup>					
7. IMPLEMENTATION OF ENFORCEMENT PLAN RECOMMENDATIONS							
1) Organization issues						X	
2) Demonstration plug-in scale			X				
3) Schedule projects		X					
4) Improved data collection	X <sup>7/</sup>						
5) Cooperative enforcement efforts					X		
6) Legislative initiatives	X						
7) Advanced technology							X <sup>8/</sup>
8) Monitoring	X						

- X Lead person or organization to involve others as necessary  
1/ Weigh Station Committee (WSC) consists of representatives from the Bureau of Transportation Planning (BTP); Design Division, Construction and Technology Division (C&T), Maintenance Division (MTN), region representative from MDOT's Bureau of Highways; the Traffic and Safety Division (T&S), and the Motor Carrier Division (MCD) of State Police. The chair will be the Weigh Station Program manager from BTP.  
2/ Provides program oversight and direction.  
3/ Detailed maintenance responsibilities and procedures on a separate sheet  
4/ Initial contact should be MDOT region. Secondary contact is Maintenance Division representative on WSC. Final contact is Program Manager  
5/ Design Division will serve as liaison with regions and with other MDOT divisions.  
6/ Involves "call for projects" approach through WSC and review of draft program by WSC. Final approval resides with program manager.  
7/ Technical concerns to be handled by C&T.  
8/ Traffic & Safety will focus on policy issues; C&T will evaluate and implement technology appropriate to MDOT policy.

Effective September 1997

# TELEPHONE CONTACTS

FINAL

## WEIGH STATION NORMAL MAINTENANCE

September 1997

<u>Description</u>	<u>Agency</u>	<u>Phone Number</u>
<b>Exterior Structure</b> roof, windows, exterior walls, paint, lighting, general repairs	MCD- Bob Hickling	517 336-6195
<b>Interior Structure</b> lighting, air conditioning, furnace, water, paint, general repairs, septic	MCD- Bob Hickling	517 336-6195
<b>Interior Electronics</b> Lein, radios, telephone, scales, "including WIM", etc.	MCD- Bob Hickling	517 336-6195
<b>Scales</b>	MCD- Bob Hickling	517 336-6195
<b>Paved Areas</b> snow removal, patch/repaving, shoulder maintenance, guard rails	MDOT- Region Delivery or Maintenance Engineer or Superintendent**	
<b>Non Paved Areas</b> mowing, landscaping, drainage	MDOT- Region Delivery or Maintenance Engineer or Superintendent**	
<b>Traffic Counter</b>	MDOT- Planning Bob Brenner	517-322-1716
<b>High Level Lighting</b>	MDOT- Maintenance Statewide Crews Phil Daneff Jeff Adams	517 322-1659 517 322-3380
<b>Low Level Lighting</b> other than bulb replacement	MDOT- Region Electrician*	
<b>Signing/Traffic Signal</b> electronic, non electronic	MDOT- Region Superintendent or Electrician*	
<b>Height Detectors</b>	MDOT- M & T Frank Spica	517-322-1651

<u>MDOT REGION [Weigh Station(s)]</u>	<u>Electrician*</u>	<u>Delivery Eng. or Maintenance Eng. or Super.**</u>
Superior [Powers]	(906)875-6644	(906)786-1800
Grand [Ionia]	(616)451-3091	(616)451-3091
Bay [Bridgeport]	(517)754-0784	(517)754-7443
Southwest [New Buffalo, Coldwater]	(616)327-4499	(616)337-3900
University [Fowlerville, Grass Lake, Cambridge Jct., Erie]	(517)783-2871	(517)780-7500
Metro [Pontiac, New Baltimore]	(313)373-4900	(313)483-5144